

C O N F I D E N T I A L

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120086-0

DDS/OL/SD 28

XXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Stock Transaction Report

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING
X LOGISTICS	SECURITY
MEDICAL	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc.)

TWX & Tape

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
X NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SOD for updating of all Supply/Finance records concerning property

10. PREPARING COMPONENT (include lowest level contributing information to report)

Office of the Chief

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

1 per day

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-10	\$5.23	X	2		\$10.46	X	52		\$543.92

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$543.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Stock Transaction Report is TWX and tape mailed to Headquarters reflection weekly stock transactions.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X	RETAIN AS IS
	CHANGE
	DISCONTINUE

OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION